

**SECRET**

**SECURITY INFORMATION**

**13 November 1951**

**SUGGESTED AGENDA**  
**for 4th Meeting of**  
**Working Group on EMPLOYEE RATING**  
**CAREER SERVICE COMMITTEE**

1. Review and definition of the purposes for which a Performance Rating system or systems should be devised.
2. For what purposes is an Employee Evaluation system to be used?
3. Review and comment with respect to Performance Rating and evaluation of the proposed definition of a rotation system.
4. Point-by-point discussion of Reference #1 in 15 October instruction to Working Group on Employee Rating.

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Chairman